



## IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for a **Ski Patrol Director/Safety Coordinator**. This is a full time, year round, salaried (exempt) position with the Diamond Peak and Administration teams.

**Compensation:** \$3,031 - \$4,239/bi-weekly salary, DOE/DOQ (\$78,811 - \$110,219 annual)  
(listed min. – max. of range)

**Benefits:** Medical, Dental, Vision, Prescription insurance  
Short-Term/Long-Term Disability insurance  
Deferred Comp (457b) and Pension (401a) Retirement Plans  
Section 125 Flexible Spending Plans  
Vacation & Sick Leave  
Twelve paid holidays  
Recreation & Food Discount Privileges

**How to Apply:** Create a profile, submit an online application (attach resume) at [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)  
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd,  
Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@ivgid.org](mailto:jobs@ivgid.org) 775-832-1100

**Internal Deadline** OPEN UNTIL FILLED  
**To Apply:** *We are an Equal Opportunity Employer*

**Date Posted:** 12/12/25

### SUMMARY

Plans, directs, leads and coordinates safety activities at the District's Diamond Peak Ski Resort including managing Ski Patrol operations during the winter season and assists with ongoing safety/risk initiatives throughout the District by partnering with the Risk Management team during the summer and fall seasons by performing the following duties personally or through subordinate staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following.  
Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent guest service to internal and external customers.
2. Manages and leads day-to-day operations and participates in all activities as a working manager of the Ski Patrol Division, including recruiting, hiring, training and scheduling paid and volunteer ski patrol. Ensures employees perform their jobs in a safe, efficient and customer-oriented manner.
3. Acts as liaison with the National Ski Patrol staff and Diamond Peak Ski Resort operations; communicating with the Ski Operations Manager, Human Resources and Risk department concerning Ski Patrol and various District safety and administrative matters.
4. Coordinates daily with other Ski Resort divisions to ensure effective and efficient operations are in place to meet customer service standards, including specific group or special event needs, and reviews/modifies individual Diamond Peak departmental manuals for consistency on safety topics
5. Ski/boards Resort trails daily to inspect slope conditions and make recommendations to Ski Operations Manager and/or Community Services Director concerning opening/closing of trails or mountain based on observations.
6. Develops, organizes, and implements ski patrol and Ski Resort employee safety awareness and safety training programs both small and large scale. Monitors and communicates program updates on a regular basis. Coordinates training through the District's Learning Management (LMS) program and available Pool/Pact trainings.

7. Develops and maintains operational plans and incident response for ski patrol, avalanche control, lift evacuation, search and rescue, summer operations, and emergency disasters related to the Ski Resort.
8. Directs rescue efforts during lift evacuation, avalanche disasters, and search and rescue efforts; may lead and/or participate in off property search and rescue throughout the District and the Tahoe North Shore based on emergency need and available resources of the Ski Patrol Division. Assists in coordinating plans for guests and employees directly affected by an incident on Resort property.
9. Reviews all Diamond Peak Ski Resort incident reports, accident reports and incident investigations; inputs into computer database and ensures hard copies are organized, maintained, and disposed of as required. Provides analysis for the District's insurance carrier and Ski Resort management for claims administration and litigation. Participates in the annual Resort safety inspection along with insurance carriers and the District Risk Management department.
10. Partnering with the District's Risk department, and IVGID leadership teams to assist with writing/updating safety trainings and venue specific safety programs to be used across District. Ensures training materials for Diamond Peak Ski departments are consistent with District-wide materials
11. Responsible for the enforcement of NSAA's Your Responsibility Code at Diamond Peak Ski Resort; is a member of IVGID's Safety Committee and performs thorough analysis and shares findings on accidents occurring at the Ski Resort with the appropriate personnel and agencies.
12. Knows and ensures Ski Resort compliance with industry, District, State and Federal standards. Attends industry association seminars to learn new techniques, technology and requirements.
13. Works with the North Lake Tahoe Fire District (NLTFD) and US Forest Service (USFS) to develop District-wide forest fire safety plan. Partnering with the District's Risk department, assists with developing and implementing large scale safety trainings with third party partners (NLTFD, USFS, NV Energy, NDEP, Washoe County Sheriff's Office, Search and Rescue, etc.
14. Assists with preparation of the annual operating budget for assigned area of responsibility; monitors and controls budgets using a computerized financial accounting system.
15. Participates in development and implementation of goals, objectives, policies and priorities for the Ski Resort as well as for assigned area of responsibility. Monitors and measures division's effectiveness in attaining division/department goals.
16. Inputs and monitors employee time and pay records using an automated system. Ensures records are accurate each pay period.

#### **SUPERVISORY RESPONSIBILITIES**

Manages seasonal employees and volunteer Ski Patrol staff. Is responsible for the overall leadership, direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School diploma or general education degree (GED) with some college level business courses; six years ski patrol experience and two years of supervisory or management experience, preferably within the ski industry; or equivalent combination of education and experience.

## **COMMUNICATION/COMPREHENSION SKILLS**

Ability to read, analyze and interpret technical journals, financial reports, legal documents and safety rules. Ability to respond to inquiries or complaints from employees, customers, regulatory agencies or members of the community. Ability to write presentations and articles for publication that conform to prescribed style and format. Ability to effectively present information to employees, management, public groups and/or Board of Trustees.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply mathematical operations to such tasks as frequency distribution, variance analysis and correlation techniques for forecasting risk, budget administration, assignment of risk categories, etc.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Certification as Emergency Medical Technician (EMT) or Outdoor Emergency Care (OEC) by a nationally recognized certifying agency. Certification in Cardiopulmonary Resuscitation (CPR/AED) by American Red Cross (ARC) or American Heart Association (AHA). Certification in Ski and Toboggan handling by Association of Professional Patrollers (APP) is preferred. Current registration with National Ski Patrol or Association of Professional Patrollers (APP). Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

## **OTHER SKILLS OR ABILITIES**

Excellent leadership, management, administrative, training and customer service skills; ability to ski/board all levels of terrain and slope conditions; physical strength and stamina; good crisis management skills for handling emergency situations; ability to successfully pass a toboggan test administered by Diamond Peak Ski Patrol; ability to operate a snowmobile; ability to maintain composure when dealing with irate customers; good computer skills for Microsoft Word, Excel and financial accounting applications; ability to function well in adverse weather conditions; ability to deal with changing circumstances and schedules in a positive manner; and ability to work a schedule which includes weekends and holidays.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand, walk; use hand to finger, handle, or feel; climb or balance; and talk or hear; ski or snowboard. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and risk of radiation from the sun. The employee is frequently exposed to moving mechanical parts; wet and humid conditions, high, precarious places; and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. May be exposed to blood-borne pathogens. The noise level in the work environment ranges usually moderate.